



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

## MEMORANDUM

TO: Local and Intermediate School District Superintendents  
Public School Academy Directors

FROM: David F. Mills

SUBJECT: Postsecondary Enrollment Options Act, School Year 2003-2004

Effective April 1, 1996, Public Act 160 (HB 4643) created the Postsecondary Enrollment Options Act (PSEO). The bill modified and expanded on provisions in Section 21b of the State School Aid Act providing for the participation of high school students in dual enrollment or postsecondary enrollment options. The bill was tie barred to Public Acts 159 (HB 4640) and 161 (HB 4642), effective July 1, 1996, which amended the School Code and the State School Aid Act to require that the board of a school district or public school academy ensure that each student in the eighth grade or higher be given information about college level equivalent or Advanced Placement courses; and permit students in tenth grade to take the High School MEAP to qualify to take postsecondary courses. Language regarding eligible charges and required payments for dual enrollment will now be in both the State School Aid Act and the Postsecondary Options Act. **Please note that districts are to provide general information about postsecondary enrollment options to all students in grades 8 and higher by March 1 of each year.** To assist districts in continuing to implement this language, the following guidelines have been developed:

**Eligible Students** A student who is enrolled in at least one high school class and who meets the following requirements would be able to participate under the provisions of this bill:

--- A student in grade 11 or 12 who has passed the subject areas of the High School MEAP.

--- A student in grade 11 or 12 would be eligible under this bill for courses in the subject area in which the student has passed in the MEAP. Also, students may take courses in subjects for which there are not covered in the MEAP, such as history, political science, psychology, computer science, or foreign language courses not offered by the school, and fine arts programs as permitted by the district, as long as they have passed at least one section of the MEAP.

**Eligible Courses** The students described above would be able to receive tuition and fee support for classes at eligible postsecondary institutions (state universities, community colleges, or independent nonprofit degree-granting colleges or universities located within Michigan) subject to the following:

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- The course is not offered by the public school or public school academy in which the student is enrolled.
- The course is offered by the public school in which the student is enrolled but is determined by the board of education of the public school in which the student is enrolled to not be available to the student because of a scheduling conflict beyond the student's control.
- A course could not be in the subject area of hobby craft, recreation, physical education, theology, divinity, or religious education.

### **Credit**

- Eligible students may enroll in postsecondary courses for high school credit or postsecondary credit or both.
- Students will designate which type of credit they desire at the time of enrollment and shall notify both the high school and postsecondary institution of that designation.
- Students may make different credit designations for different courses.
- High school credits granted to a student shall be counted toward the graduation and subject area requirements of the school district.

**Grades** The language does not address the issue of grades. However, in its Guide for the College-Bound Student-Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student's high school grade point average (GPA). This requirement only pertains to Division I or II collegiate athletes. It is now of great importance those students be informed of these regulations and offered the opportunity to request a grade on their transcripts, if credit is requested.

**Tuition and Fee Support** The local district or public school academy is responsible for the lesser of:

- the tuition, mandatory course fees, materials fees and registration fees required by the postsecondary institution, and any late fees that result from the school's failure to make a required payment; or
- the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

### **Requirements for Postsecondary Institutions**

- Within a reasonable time after registration, the postsecondary institution will send a notice to the student and the school indicating the course or courses and hours of enrollment. The notice to the student will also notify the student of tuition, fees, books, materials, other related charges, and which eligible charges.
- The postsecondary institution will send a bill to the student's school after the drop/add period for those students who provide them with written proof of eligibility.
- If the school district is not responsible for the entire amount of the eligible charges, the postsecondary institution will bill the student for the remaining balance.

- The postsecondary institution may not charge a late fee to the school or the student if charges are paid pursuant to the timetable in this bill.
- The students' schools may require reasonable verification of attendance at the postsecondary course(s).
- In the event a student does not complete a course, the postsecondary institution is required to return to the district any money that is refundable.

**Process** The following process is instituted in Public Act 160 (in chronological order):

- Schools shall provide general information about postsecondary enrollment options to all students in grades 8 and higher by March 1 of each year.
- Schools shall provide a letter indicating eligibility under this act to all eligible students (see above).
- Schools shall provide counseling (to the extent possible) to each eligible student and his or her parent or legal guardian. The counseling will include identification of the benefits, risks, and possible consequences of enrolling in a postsecondary course. The counselor will also encourage the student to seek additional counseling at the postsecondary institution.
- The student will file a form with the postsecondary institution (the form would be provided by the student's school) indicating that he or she has received the above counseling and the following information, which would have to be, disseminated to all public high school students:
  - enrollment eligibility;
  - the institutions and types of courses that are eligible for participation;
  - the decision-making process for granting academic credits;
  - an explanation of eligible charges that would be paid by the school;
  - financial arrangements for eligible charges and for paying costs not paid by the school;
  - eligibility for payment of all or part of eligible charges by the school;
  - an explanation that the school will pay tuition and fee support directly to the postsecondary institution upon being billed by the postsecondary institution;
  - an explanation that the student will be responsible for payment of costs not paid under this bill;
  - available support services;
  - the need to arrange an appropriate schedule;
  - consequences of failing or not completing a postsecondary course;
  - the effect of enrolling in a postsecondary course on the student's ability to complete the required high school graduation requirements;
  - an explanation of how a parent or guardian of a student in at least grade 10 may request that the student be allowed to take a test or assessment for a state endorsed diploma early in order to qualify as an eligible student under this bill; and
  - the academic and social responsibilities that must be assumed by the eligible student and his or her parent or guardian.

--- Eligible students could now enroll in a postsecondary course or courses. The student will have to designate whether the course or courses are being taken for high school credit, postsecondary credit, or both.

--- The students' schools may require reasonable verification of attendance at the postsecondary course or courses.

--- Within a reasonable time after registration, the postsecondary institution will send a written notice to the student and the school indicating the course or courses and hours of enrollment. The notice to the student will also notify the student of tuition, fees, books, materials, other related charges, and the amount of the eligible charges (see above).

--- The postsecondary institution will send a bill to the student's school after the drop/add period for the course or courses for eligible charges.

--- Upon receiving the bill, the school will pay the lesser of the eligible charges or the prorated percentage of the state portion of the foundation allowance paid on behalf of that particular student.

--- If the school district is not responsible for the entire amount of the eligible charges, the postsecondary institution will bill the student for the remaining balance. The postsecondary institution may not charge a late fee to the school or the student if charges are paid pursuant to the timetable in this bill.

--- If the student does not complete the course, any refund would be used to reimburse the school first.

**Reporting Requirements** Each intermediate school district will annually collect and provide to the Department of Education the following information as part of the annual comprehensive financial report already required in the State School Aid Act:

--- The amount of money expended by each school district for payments under this bill.

--- The number of eligible students who were enrolled in each school district and the number of those students who received payment of all or part of postsecondary tuition or fees under this act.

--- The percentage of each school district's enrollment represented by the eligible students described under this bill.

--- The total number of postsecondary courses for which the school district made payment under this bill, the number for which postsecondary credit was granted, the number for which high school credit was granted, and the number that were not completed.

The Department of Education would submit a summary of the above information to the House and Senate Fiscal agencies and the Department of Management and Budget by March 1 of each year.

**Miscellaneous** This bill would not restrict the ability of any student from enrolling in a postsecondary institution without tuition and fee support under this bill, and this bill would not restrict the ability of a school district to use school district funds to support the enrollment of any pupil of the school in a postsecondary institution. This bill would not

require a public school to pay or provide transportation or parking costs of any student. An eligible student enrolled in a postsecondary institution under the provisions of this bill could not participate in intercollegiate athletics while enrolled under the provisions in this bill. A postsecondary institution under this bill could give enrollment preferences to its own students but could not displace high school students participating under this bill after enrollment.

**Public Act 159 would amend the School Code to do the following:**

**MEAP Testing** A parent or legal guardian may request in writing that a student in grade 10 be allowed to take the High School MEAP at any time the test is regularly given. The request must state that it is being made for the purposes of qualifying for the provisions in PA 160.

**College Equivalent Courses** A college level equivalent course is a course offered in high school for which a student receives high school credit and may receive college credit, assuming that the student passes a college level equivalent credit examination (A.P. & I.B. courses). Schools will have to ensure that each student in grade 8 or higher is provided with specific information about appropriate college level equivalent courses available for the student. Also, if the school maintains student portfolios, the student portfolios must contain information related to the students' participation in college level equivalent courses and postsecondary courses (under provisions in PA 160). School boards will have to consider providing college level equivalent courses either directly or cooperatively.

**Course Directory** The State Board of Education will publish a college level equivalent course directory and post it on the MDE web site; [www.michigan.gov/mde](http://www.michigan.gov/mde) for all school districts, public school academies, and nonpublic high schools. The directory will list:

- the postsecondary institutions in the state that grant college level equivalent credit;
- each postsecondary institution's college level equivalent credit policy;
- specific courses and number of credits for which college level equivalent credit may be granted at the college level for each specific postsecondary institution;
- and
- the examination (and minimum score) which must be completed for credit to be awarded for each specific postsecondary institution.

No information about a particular postsecondary institution will be included unless the chief academic officer of that institution (or his or her designee) reviews the information before publication and verifies in writing that it is accurate. This information will be published as part of the Michigan Postsecondary Admissions and Financial Assistance Handbook beginning with the 1997-98 school year.

**Professional Development** Training in the teaching of college level equivalent courses (AP & IB) may be used to meet the requirements of professional development in section 1526.

**Annual Education Report** The following items will be added to the annual education report (which school districts submit to the State Board of Education by September 1 and distribute to the public by October 15, see reporting requirements above):

- The number and percentage of students enrolled in one or more postsecondary courses in the immediately preceding year.
- The number of college level equivalent courses offered to students enrolled in the school, in the district, and in cooperative programs.
- The number and percentage of students enrolled in at least one college level equivalent course during the immediately preceding school year, disaggregated by grade level.
- The number and percentage of students enrolled in at least one college level equivalent course during the immediately preceding school year that took a college level equivalent credit examination.
- The number and percentage of students who took a college level equivalent credit examination and achieved a score that is at or above the level recommended by the testing service for college credit.

The Department of Education will prepare and submit to the Legislature a report of the above information on a statewide and intermediate school district level.

**Public Act 161 does the following:**

- Deletes current language on dual enrollment and replaces it with a reference to the Postsecondary Enrollment Options Act which is created by Public Act 160. Language regarding eligible charges and required payments will be in both the State School Aid Act and the Postsecondary Options Act.
- Permits a student who is at least in grade 10 to take the MEAP at a time when the district regularly offers the test or retest.

If you have further questions, please contact David F. Mills, Education Consultant  
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"How does this help teachers teach and children learn"

Too often we give our children answers to remember rather than problems to solve.”  
--Roger Lewin